

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. M-204

PAGE
NO. 1056

RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY		DIVISION
Item No.	Description	Retention
1	<p>Supersedes Schedule M-128 dated 11/30/2000</p> <p><u>STATE OF MARYLAND UNIFORM COMPLAINT AND CITATION BOOK DR-49</u></p> <p>Size: 5" X 9"</p> <p>File Arrangement: Sequentially by State assigned number</p> <p>Distribution: #1 Court Copy #2 Law Enforcement Copy #3 Officer's Copy #4 Defendant's Copy</p> <p>Description: Self-Explanatory - Issued by State of Maryland</p> <p>Comment: TR 26-407, Pg. 391 empowers MVA to adopt regulation regarding disposition of traffic citations. No rules or regulations could be found in the Maryland M/V law. Recommendation based on prior experience.</p>	<p>Copy #2 retained for 3 years or until audited by State, whichever is later. Copy #3 disposed of by Officer subsequent to final disposition.</p>
2	<p><u>STATE OF MARYLAND UNIFORM CRIMINAL/CIVIL CITATION DC-16</u></p> <p>Size: 5" X 10"</p> <p>File Arrangement: Alphabetically</p> <p>Distribution: Noted on cover of each book - Original to Court - Pink copy for Agency - Goldenrod for Officer</p> <p>Description: Self-Explanatory - Issued by State</p>	<p>Pink copy retained on file for 3 years from date of offense then destroyed. Goldenrod retained by Officer until final disposition then may be disposed of.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

5/10/05 *R. Lee B...* COMMANDER
Date Signature Title

JUN 02 2005 *Edward C. P...*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **M-204**

PAGE
NO. **2 of 6**

Item No.	Description	Retention
3	<p><u>MARYLAND SAFETY EQUIPMENT & REPAIR ORDER/WARNING MSP157</u></p> <p>Size: 5" X 9"</p> <p>File Arrangement: Alphabetically by year of issue</p> <p>Distribution: MSP gets a copy only</p> <p>Description: Document provides 3 options for local law enforcement agency use</p> <ul style="list-style-type: none"> (a) SERO - copy sent to MSP (b) Warning - maintained by local agency (c) Field Interrogation - maintained by local agency 	<p>Local filed copies kept for 3 years regardless of how document is used; then destroyed.</p>
4	<p><u>CITY OF ROCKVILLE PARKING VIOLATION FORM</u></p> <p>Size: 4 1/2" X 9 1/2"</p> <p>File Arrangement: Court Copy - Active file by Tag #; File Copy - Sequentially by number and calendar year; Violator Copy - To vehicle in violation</p> <p>Description: Court Copy is maintained until either paid or violator requests trial date. If paid, Court Copy with paid receipt is filed by tag number within calendar year. If trial date is requested Court Copy is forwarded to Court. The Court subsequently returns copy with disposition.</p>	<p>File Copy - maintain for 3 years, then destroy, Court Copy - destroy copies with a receipt attached 3 years from date of receipt. Destroy Court Copy with final disposition 3 years from date of disposition.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. M-204PAGE
NO. 3 of 6

Item No.	Description	Retention
5	<p><u>CRIMINAL FILE</u></p> <p>Contains 2 types of identifier files -</p> <p>(a) RCID 5" X 8" - Descriptive - Alphabetically with unique number assigned</p> <p>(b) ALPHA 3" x 5" - Descriptive</p> <p>Both give name, addresses and vital statistics of defendant. Serves as a locator for reports and arrest jackets and record checks.</p>	Retain for 70 years, then destroy.
6	<p><u>INCIDENT FILE</u></p> <p>A sequential file by calendar year through 31 December '87 of original documents relating to events; crimes and other incidents reported to Police and required to be in writing by law, regulation or policy.</p> <p>Comment: On 1 January, 1988, the record system of this Department was integrated with the Montgomery County Police Department. Since that time, they are the custodian of the incident file for reports made on and after 1 January, 1988.</p>	Retain for 70 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. M-204PAGE
NO. 4016

Item No.	Description	Retention
7	<p><u>CRIMINAL ARREST FILE</u></p> <p>A numerically sequential file by calendar year through 31 December, 1987 containing all documents relating to the arrest of individual including - original arrest report, copy of incident report, and other documents.</p> <p>Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.</p>	<p>Retain for 70 years, except as required by expungement law then destroy</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE **(CONTINUATION SHEET)**

SCHEDULE
NO. M-204
PAGE
NO. 5 of 6

Item No.	Description	Retention
8	<u>DEPARTMENT GENERAL FILES</u>	
(a)	Reading File	Maintain during tenure of Chief of Police, plus 3 years. Then destroy
(b)	Inter/Intra-Department Correspondence Files	3 years, then destroy
(c)	Daily Operations Report	3 years, then destroy
(d)	Staff Reports	3 years, then destroy
(e)	Multi-purpose Receipt for payments received from the public	3 years, then destroy
(f)	Non-Active Personnel Files	5 years, then destroy
(g)	Training Files	3 years, then destroy
(h)	Background Investigation Files	5 years, then destroy
(i)	Internal Affairs Files	Maintain during tenure of officer, plus 3 years then destroy
(j)	All other departmental reports, memoranda, minutes, writings not specifically covered by Federal, State, County, or local law	5 years, then destroy
(k)	Complaint Control Log	5 years, then destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NOM-204PAGE
NO. 6056

Item No.	Description	Retention
9	<u>MOTOR VEHICLE ACCIDENT REPORTS</u> Description: All M/V Accident Reports on file through 31 December 1987 are covered by this schedule. Beginning 1 January 1988, Montgomery County Police became custodian of our M/V records. Their policy is to maintain these records for 3 years then destroy.	Retain 3 years then destroy
10	<u>POLICE PROPERTY CARD</u> Size: 8 1/2" X 11" Description: Reflects property coming into police possession for a variety of reasons. Shows final disposition of the property.	Retain 3 years after disposition of property then destroy
11	<u>JUVENILE ARREST FILES</u> Description: All documents relating to the arrest of juveniles - arrest report, event report, and other documents. Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.	Retain until the respondent is 18 years and 6 months old then destroy.